



D E P A R T M E N T O F

# Management & Budget

## Freedom of Information Act FAQ Sheet

### **Are my requests state funded or do I have to pay for them?**

Requests are not free; you will pay for duplication, labor and mailing costs. Purchasing Operations will supply an invoice and any deposit requirements to you after reviewing your request.

### **How much will it cost?**

It depends on what you are requesting and what it takes for us to fill your request. Charges are totaled for labor, duplication and mailing.

### **How can I pay for the fees associated with my request?**

By check or money order.

### **Can I pay the FOIA fees by credit card?**

No. You can pay by check or money order.

### **Can I pay my FOIA fees after I receive my request?**

No.

### **What if I just want to review the information in your offices?**

We will accommodate your request, and we will charge you for the labor of the employee who acts as monitor. If you decide to obtain copies of any items you view, you will be charged for the duplication and the labor.

### **Can I phone in my Freedom of Information Act request?**

We must receive your request in writing, and you can submit it via email, facsimile or mail. Please use the form on our website for your request.

Email: DMB-[PurchFOIA@michigan.gov](mailto:PurchFOIA@michigan.gov)  
Facsimile: 517-335-0046  
Mail: FOIA Coordinator  
Department of Management & Budget  
Purchasing Operations  
2<sup>nd</sup> Floor, Mason Building  
P.O. Box 30026  
Lansing, Michigan 48909

**How long does it take to respond to my request?**

We must respond to your Freedom of Information Act request within five business days. In some cases, we may extend this time period by ten days in order to fulfill your request completely.

**How do you send the information I've requested?**

We send items via United States Postal Service Priority Mail.

**Can I pick up the information from your offices to avoid the mailing costs?**

Yes.

**Will you send the information by overnight mail?**

Yes, if you supply a completed overnight shipping form with your account number.

**Can I just request copies of contracts through your buyers, or do I have to get them through a Freedom of Information Act request?**

Purchasing Operations is committed to maintaining a fair process that treats each requestor equally. For this reason, you must submit your request through the Freedom of Information Act. If you request this information through a different manner, you will be directed to our FOIA coordinator.

**Is there someone who can answer other questions about the Freedom of Information Act?**

Yes. Please direct your questions to Mike Bliss, Freedom of Information Act coordinator. You can reach Mike by email at DMB-[PurchFOIA@michigan.gov](mailto:PurchFOIA@michigan.gov) or by phone at 517-335-6544.